**HOUSE DIRECTOR**

Posting Number – 598 Full Time

**GENERAL SUMMARY**: Assists in the administration and supervision of patient care in accord with the objectives of the Medical Center and the Division of Nursing Service; assists in the administration and supervision of non-nursing personnel to ensure operational effectiveness on evenings, nights, weekends and holidays shifts; performs related work as required. Participates in quality assessment and continuous quality improvement activities and complies with all appropriate safety and infection control standards, and also performs all job duties and responsibilities in a courteous and customer-focused manner according to the Hurley Family Standards of Behavior and Management Code of Conduct.

**SUPERVISION RECEIVED**: Receives general supervision from the Director of Emergency & Nursing Support Services who reviews work for effectiveness through conferences, reports and periodic personal inspections.

**SUPERVISION EXERCISED:** Exercises direct supervision over those nursing service personnel in issues relating to operational effectiveness, efficiency and safety.

**RESPONSIBILITIES AND DUTIES:**

1. Supervises and directs patient care activities in selected nursing service areas in conformance with hospital standards, physicians' orders, and philosophy and objectives of the Nursing Division.

2. Provides for nursing care of patients on selected units per Hurley Medical Center standards.

3. May interview candidates for employment in area of responsibility; may complete and process personnel forms relating to their appointment or release; consults with other personnel/managers in arranging work schedules.

4. Gives oral report of patient condition and all pertinent events/issues relative to Medical Center activities to oncoming Assistant Director.

5. Makes rounds on all units assigned to evaluate quality of patient care and work performance of Medical Center personnel.

6. Investigates complaints of relatives, doctors, patients and personnel.

7. Participates as indicated, in sundry projects entailing research, which contributes to improved patient care and Medical Center operations.

8. Confers with appropriate personnel regarding operations and personnel; reviews reports of subordinate supervisors and brings to the attention of appropriate personnel any special or unusual situations which the reports might show.

9. Attends monthly meetings of Assistant Directors and others as appropriate.

10. Assists in coordinating educational programs within assigned areas.

11. Evaluates, prioritizes and deploys appropriate resources under urgent and/or emergent needs of Medical Center.

12. Studies patient care needs and interprets these to the Assistant Medical Center Director of Nursing.

13. Coordinates nursing activities within areas with other disciplines and departments.

14. Submits reports to the Assistant Medical Center Director for Nursing.

15. Communicates orally and in writing with appropriate manager/administrator on call relative to patient care and employee performance.

**MINIMUM ENTRANCE REQUIREMENTS:**

• Graduation from an accredited school of nursing. Bachelor's degree preferred.

• Four (4) years of experience including some supervisory responsibility.

• Thorough knowledge of principles of supervision.

• Thorough knowledge and understanding of the specialized field of nursing for which responsible.

• Knowledge of modern teaching methods.

• Ability to supervise large-scale applications of nursing techniques to routine and complex patient care situations.

• Mental and physical health to meet the demands of the position.

• Ability to maintain harmonious working relationships with patients, the public, physicians and medical center personnel.

**NECESSARY SPECIAL QUALIFICATION:**

• Licensure and registration to practice as a registered professional nurse in the State of Michigan.

<http://careers.hurleymc.com/>